

Getting Started on an IAC Grants Application

By now we hope you have started the process of finalizing your project proposal and getting ready for submission of your application. I would like to share some information that should assist you in preparing these materials and hopefully answer any questions you might have. As always, please feel free to contact your IAC Grants Manager for assistance.

Your tools are:

- PRISM access, which allows you to submit most of your applications on-line [see the PRISM section page 37].
- Application Manuals, as appropriate [5a through 5w] found on our website under Documents and Reports: <http://www.iac.wa.gov/iac/docs.htm> Scroll down to Grant Application Forms and select the program of your choice.
- Application Schedules, as appropriate, are found on our website under each grant program or in PRISM. They are also in the Application Workshop Syllabus under each grant program.

These materials are due on the appropriate Application Due Date:

Application Authorization Memorandum	Submit form with an original signature	Application Due Date
General Application Information	Complete The Forms And Mail <i>OR</i> Submit these sections on-line using PRISM (see above reference)	Application Due Date
Maps	Submit site location, regional location, and service area maps	Application Due Date
Plans	Submit a site development plan or parcel map if acquiring land	Application Due Date
Visuals	Optional – may submit photos of site	Application Due Date
Application Due Dates:	March 1 – BIG, LWCF, NRTP May 3 – ALEA, BFP, WWRP Oct 1 - NOVA	

Authorizing Resolution	Submit a copy of the adopted resolution – use text found in the application manual.	No later than the Technical Completion Deadline
Technical Completion Deadlines:	April 30 - LWCF May 3 – BIG May 14 - NRTP July 1 – ALEA, WWRP Sept 3 - BFP Dec 13 - NOVA	

The pages that follow contain examples of:

- Completed application pages for a combination project
- Graphics that show maps, visuals, and graphics
- A sample written evaluation packet for an NRTP project
- Information regarding staff scored questions from the evaluation instruments

As always, your IAC Grants Manager is available to help you. They will be giving helpful advice and assessments when requested. Their job is to assist your efforts through the evaluation process. Good luck in your efforts.



2004

Application Information
and
Sample Evaluation Packet

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IAC activities are intended to follow state and federal guidelines for nondiscrimination. Persons who believe IAC or its programs are discriminatory should express concern to IAC or the Equal Opportunity Program. U.S. Department of the Interior, National Park Service, 1849 C Street NW, Room 2733, Washington, D.C. 20040



Application Information and Sample Evaluation Packet

GRANTS APPLICATION FORMS

Individual application manuals are available for each IAC grant program offered in 2004. The forms are as follows:

- ***Aquatic Lands Enhancement Account Program
5a -- Application***
- ***Boating Facilities Program
5b -- Application***
- ***Boating Infrastructure Grants Program
5i -- Application***
- ***Land and Water Conservation Fund Program
5l -- Application***
- ***National Recreational Trails Program
5t -- Application***
- ***Nonhighway and Off-Road Vehicle Activities Program
5e -- Application for NOVA Education Enforcement Projects
5n -- Application for NOVA NHR and ORV Projects***
- ***Washington Wildlife and Recreation Program
5w -- Application***

These manuals also include details regarding supplemental materials required, the application process, and other relevant information. Each application manual should be used in conjunction with the appropriate IAC program policy manual.

Hard copy blank forms may be requested, or application and program manuals may be downloaded from the web:

<http://www.iac.wa.gov/iac/docs.htm>

PRISM ON-LINE USERS

On-line users should pick up blank forms for a checklist and listing of all elements required for a complete application. Additional information on use of PRISM is provided in this booklet. See page 37.

SAMPLE SUMMARY CHECKLIST

Each application manual has a summary checklist page found just before the application forms. This page details all materials required for a complete application. You will also find date references that tell you when items are due to your IAC Grants Manager. See page 3.

**SAMPLE
APPLICATION
MATERIALS**

An example of completed Boating Facilities Program (BFP) application materials is included in this publication to help illustrate information requested on various forms. The example shown is a combination project (acquisition and development) and includes all forms and supplemental materials that comprise a completed application.

The sample BFP application is representative of the forms and supplemental materials needed for all programs. In front of the sample application is a sample checklist. Please refer to each program's application manual and checklist for the specific documents that are required.

**SAMPLE
EVALUATION
QUESTION
RESPONSES**

To assist National Recreational Trail Program and Nonhighway and Off-Road Vehicle Activities Program applicants we have also included a copy of an actual evaluation packet from an NRTP project. This sample may give you some ideas on how best to respond to questions and how to represent graphics for your project. See page 21.

Boating Facilities Program Application Checklist Sample

✓	Item	Page	Acq	Dev	Non-Capital Planning	Due
	Application Authorization Memo (Original signature required; form may be printed from PRISM)	Page 46	✓	✓	✓	5/1
P R I S M	1-General Application Information	Page 47	✓	✓	✓	5/1
	2-Applicant / Organization Information	Page 47	✓	✓	✓	5/1
	3-Project Contact	Page 48	✓	✓	✓	5/1
	4-Description of Project	Page 48	✓	✓	✓	5/1
	5-Funding Request	Page 49	✓	✓	✓	5/1
	6-Property Acq. Cost Estimates	Page 50	✓	-	-	5/1
	7a-Development Cost Estimates	Page 51	-	✓	-	5/1
	7b-Non-Capital/Planning Cost Estimates	Page --	-	-	✓	5/1
	8-Land Characteristics	Page 52	✓	✓	✓	5/1
	9a-b-Application Questionnaire	Page 53	✓	✓	✓	5/1
	10-Location Information	Page 55	✓	✓	✓	5/1
	11-Permits Required	Page 56	✓	✓	✓	5/1
	12-Authorizing Resolution (Local agencies)	Page 57	✓	✓	✓	9/5
	Maps (location & service area)	Applicant Creates	✓	✓	✓	5/1
	Plans (site plans & parcel maps)	Applicant Creates	✓	✓	✓	5/1
	Visuals	Applicant Creates	Optional			5/1
	Graphics for Project Review Meeting [Note: if using PowerPoint deliver to IAC <u>3</u> days prior to the review meeting]	Applicant Creates	Graphics are required for review of your project at this meeting.			7/13-15 or 7/11 ← [see note]
	Graphics, presentation notes, and scripts to IAC for project evaluations	Applicant Creates	✓	✓	✓	09/28-09/30
	[Note: If using PowerPoint: deliver to IAC <u>3</u> days prior to the review meeting]	Applicant Creates	✓	✓	✓	09/21
	Evaluation Questions - Team Scored Responses (for staff review)	IAC BFP Manual #9	Optional			7/16

Completed Sample Application

Application Authorization Memorandum

TO: Interagency Committee for Outdoor Recreation (IAC)
P.O. Box 40917
Olympia, Washington 98504-0917

FROM: **Born to Fish on Freshwater Dept**

IAC is hereby requested to consider this application for financial assistance for the outdoor recreation or habitat conservation project(s) described below and to grant funding from such State and Federal sources as may be available. This application has been prepared with full knowledge of and in compliance with IAC's Manuals. Further, we agree to cooperate with the IAC by furnishing such additional information as may be necessary to execute an IAC Project Agreement and to adhere to all appropriate state and federal statutes governing grant monies under the Project Agreement. We are aware that the grant, if approved, will be paid on a reimbursement basis. We agree that all application materials, including photos, slides, site drawings, maps, etc., become the property of IAC and may be used by IAC for education, information, or other non-commercial purposes in IAC publications, presentations, or on IAC's web site.

Project Name(s)_:

(Attach list if necessary)

Tallulah Lake Boat Launch

Project Contact Person:

Name:

Sam Scales

Title:

Project Manager

Telephone Number:

(343) 456-7890

I/we certify that to the best of our knowledge, the information in this application is true and correct. In addition, I/we certify that the matching resources identified in the grant are committed to the above project. I/we acknowledge responsibility for supporting all non-cash commitments and donations should they not materialize.

Authorized Representative:

Sam Scales
(signature)

4/30/04

(date)

1. General Application Information	
Project Name Tallulah Lake Boat Launch	
Program	<input checked="" type="checkbox"/> Boating Facilities – Local <input type="checkbox"/> Boating Facilities – State
Project Type (check one)	<input type="checkbox"/> Acquisition <input type="checkbox"/> Development <input checked="" type="checkbox"/> Combined Acquisition & Development <input type="checkbox"/> Planning / Acquisition <input type="checkbox"/> Non-Capital (Planning)

2. Applicant / Organization Information	
Complete one for each sponsor.	
Organization Name Born to Fish on Freshwater Department	
Organization Type (check one)	
<input checked="" type="checkbox"/> City/Town <input type="checkbox"/> K-12 Education <input type="checkbox"/> Open Space <input type="checkbox"/> Port District <input type="checkbox"/> County <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Parks Dept <input type="checkbox"/> Public Utility District <input type="checkbox"/> Engineering / Public Works <input type="checkbox"/> Native American Tribe <input type="checkbox"/> Park District <input type="checkbox"/> State Agency	
Organization Address	
Address	555 Bumpy Road Ahead
City/Town	Surething
State, Zip	Washington, 99999
Telephone	(343) 777-7777
FAX	(343) 888-8888
Email	gotcha@myhouse.com
Website	www.tallulah.wa.cities.gov

3. Project Contact

Complete one for each contact.

Mr. ☒ Ms. ☐ First Name: **Sam** Last Name: **Scales**

Title **Marina Manager**

Contact Type (all projects require a "Project Manager" contact)

☐ Alternate Project Manager ☐ Engineer/Architect ☒ Project Manager
☐ Billing ☐ Land Specialist
☐ Consultant ☐ Planner
☐ Agreement

Contact Mailing Address

Address **555 Bumpy Road Ahead**
City/Town **Surething**
State, Zip **Washington, 99999**
Work Phone **(343) 777-7777**
FAX **(343) 888-8888**
Other Phone
Email: **gotcha@myhouse.com**

4. Description of Project

This description becomes part of a one-page project summary made available to legislators, IAC staff and board, evaluators, and members of the public. It is very important to be clear, concise and thorough. Simply state your project objectives and anticipated results/benefits. Additional information may include: partnerships groups and organizations supporting the project, previous or anticipated phases, unique attributes, etc. IAC's database limits the space for this narrative to 1500 characters, including spaces. We will delete text that exceeds this limit.

Tallulah Lake in Wobegon County supports one of the state's finest fisheries. This natural lake has been a very popular destination for bass anglers all over Washington, especially those in the Upper Columbia Basin. Interest in bass fishing has grown as salmon and steelhead fisheries decline. The facilities at the marina are beginning to suffer from overuse and inadequate attention to universal access for all users. The Department wants to respond to a demonstrated need while also enhancing the site for other related activities such as day use and possibly overnight camping in the future.

Born to Fish Department will buy the privately owned boat launch and marina on the lake and renovate it for a destination type facility. This project has enthusiastic support from organized bass anglers and clubs who assist the department in maintenance activities. County residents and those interested in drawing tourists to this fine lake are also supporters. The lake could attract many users, as it is only 15 minutes away from Surething, and could provide handicapped and youth fishing opportunities. The ability to provide such a wonderful fishing opportunity is fast disappearing.

5. Funding Request

Remember to update this section whenever changes are made to your cost estimates.

A. Total Project Cost \$ 652,620 (A)

Sponsor Match (the minimum match for local agency BFP projects is 25 percent.)

Appropriation/Cash	\$ <u>200,000</u>
Bonds - Council	\$ _____
Bonds - Voter	\$ _____
Cash Donations	\$ <u>2,620</u>
Conservation Futures	\$ _____
Donated Equipment	\$ _____
Donated Labor	\$ <u>14,500</u>
Donated Land	\$ _____
Donated Materials	\$ _____
Donated Property Interest	\$ _____
Federal Grant	\$ _____
Force Acct - Equipment	\$ _____
Force Acct - Labor	\$ _____
Force Acct - Materials	\$ _____
Grant - Other	\$ _____
Levy - Voter Approved	\$ _____
Local Improvement Dist (LID)	\$ _____
State Grant	\$ _____

B. Total for Sponsor \$ 217,120 (B)

C. IAC Funding Request (grant requested) \$ 435,500 (C)

Local Agency only - \$1,000,000 maximum

Maximum for planning projects is = \$200,000

- **A = B + C.** Total Project Cost is the grant request plus the sponsor match.
- "A" *must* be the total of all cost estimates from the pages which follow.
- Many applicants find it is best to complete the applicable cost estimate(s), beginning on the next page, *before* completing the funding request.

The "Total Project Cost" ("A") must equal the total from the Cost Estimates on the following pages.

6. BFP: Property Acquisition Cost Estimates				
	Property	Property	Property	Total Properties
Property Name	Buddy			Leave shaded areas blank
Date to be Acquired	Jan 1, 2005			
Acreage to be Purchased	10.01			10.01
VALUE DETERMINATION TYPE (Check one for each property)				
Appraised/reviewed value	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estimate of value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of opinion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PURCHASE TYPE (Check one for each property)				
Fee ownership (land/improvements)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Less than fee ownership (easements/rights/leases)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACQUISITION COST ITEMS				
Applicable taxes	\$2,500			
Appraisal and review	\$6,000			
Baseline inventory				
Closing	\$500			
Hazardous substances assessment	\$3,000			
Improvements & structures				
Land	\$205,957			
Lease				
Noxious weed control	\$500			
Other (specify:)				
Recording fees	\$25			
Signing	\$350			
Survey	\$10,000			
Title reports/insurance	\$1,500			
Wetland delineation	\$5,000			
Column Sub-Totals	\$235,332			
Administrative Costs (limit is 5% of sub-total)	\$8,968			
TOTAL ACQUISITION COSTS	\$244,300			

7a. BFP: Development Cost Estimates Complete only elements/items that apply to your project. <i>Use only whole dollar amounts.</i>					
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Fencing & Gates					
Gates	Each	1	\$1,100	Describe	Entrance, heavy pipe
Landscaping					
Grass - hydro seed	Acres	1	\$1,200	Optional	
Top soil/mulch	Yds	100	\$2,000	Optional	
Trees/shrubs	Lump sum	1	\$1,500	Optional	
Parking					
Bollards	Each	30	\$4,800	Describe	Along ADA Trail
Curbs	Linear Ft	400	\$4,000	Optional	Extended concrete
Oil/water separator	Each	3	\$9,000	Describe	In paved parking area
Parking - asphaltic concrete	Spaces	10	\$620	# Accessible	3" includes 4" crushed base, 1 accessible
Parking - crushed rock	Spaces	10	\$280	# Accessible	No spaces accessible
Striping	Lump sum	1	\$1,800	Optional	
Permits					
Permits	Lump sum	1	\$5,000	Optional	
Restrooms					
Vault	Each	1	\$20,000	Sq Ft	48 square feet
Roads					
Roads - asphaltic concrete	Linear Ft	1,100	\$42,500	Width/depth	12 ft wide x 2 inches ACP, includes 4" crushed base
Roads - other	Lump sum	1	\$12,000	Describe	Highway access
Striping	Lump sum	1	\$1,000	Optional	
Signing					
Permanent entrance sign	Each	2	\$2,400	Describe	Metal entrance sign
Rules and regulations	Lump sum	1	\$1,200	Optional	
Site Preparation					
Clearing	Acres	10	\$19,520	Optional	
Erosion control	Lump sum	1	\$7,400	Describe	Silt Fence, 600 linear feet
Fill	Cubic Yds	2,500	\$52,000	Optional	Access Road
Grubbing	Acres	1	\$4,000	Describe	For parking, roads, launch area
Mobilization	Lump sum	1	\$7,000	Optional	
Trails					
Trails - asphaltic concrete (LF)	Linear Ft	600	\$12,000	Width/depth	8 ft X 2 ft, with 4" crushed gravel base
Utilities					
Surface drainage	Lump sum	1	\$4,000	Describe	Channelize surface runoff
Water Access Facilities					
Loading floats - wood	Linear Ft	60	\$9,700	Length/width	5 ft X 60 ft
Pilings - steel	Each	8	\$9,000	Optional	
Ramp - concrete plank	Lanes	1	\$75,300	Length/width	12 ft X 60 ft
Column Sub-Total			\$319,620		
Sales Tax			\$25,700		
Architecture & Engineering (limit is 20% of Sub-Total)			\$63,000		
TOTAL DEVELOPMENT COSTS			\$408,320		

8. Land Characteristics

Acreage Type	Existing Acres	Acres to be Acquired	Acres to be Developed	Acres to be Renovated	New Total
Lake		10.01	5.0		10.01
Riparian lands					
Tidelands					
Uplands					
Wetlands					
Waterfront Type	Existing Front Feet	Front Feet to be Acquired	Front Feet to be Developed	Front Feet to be Renovated	New Total
Lake		1,700	500		1,700
River					
Salt					
Stream/Creek					
Trail Miles	Trail Miles to be Acquired	Trail Miles to be Developed	Trail Miles to be Renovated		
Trail Miles					

Land Comments

(Limited to 250 characters, including spaces. Use this box to provide information about your project area/work site. Comments must be pertinent to the specific grant program referenced in this application)

The site on Tallulah Lake has a sandy beach, a flat to gentle slope to the water's edge, and many shade trees that would be suitable for a picnic and day use area. The boat launch and marina will need relocation to accommodate universal access issues.

<p align="center">9a. BFP: Application Questions</p> <p align="center">All Applicants Must Answer The Following Questions</p>
<p>Who will be responsible for administration, design, and/or implementation of this project (i.e. in-house staff, paid consultants, contractors, volunteers, other agency staff, etc.)? Explain:</p> <p>In-house staff.</p>
<p>What type of landowner currently holds title to the property: Federal, Local, Private, State, Tribal?</p> <p>Private individual</p>
<p>Does the applicant have title to the site? If yes, explain:</p> <p>No</p>
<p>Does the applicant hold a lease, easement, or legal use agreement on the site that permits the proposed use? If yes, when will it expire? Explain.</p> <p>No</p>
<p>Is there, or will there be, any significant public access or use restrictions? If yes, explain:</p> <p>No</p>
<p>Is the worksite(s) located within a park, wildlife refuge, natural area preserve, or other recreation or habitat site? If yes, name the area.</p> <p>No</p>
<p>Is the work site(s) on a stream and/or other water body? If yes, name the stream and/or water body. If the stream is a tributary of a larger stream, also name the larger stream. If you know the river mile, list it here</p> <p>Tallulah Lake. Bankhead is the largest tributary for this lake.</p>
<p>What are the township/range/section of the work site(s)? If you do not have them, you may leave this question blank.</p> <p>Township 19N, Range 5E, Sec 1</p>
<p>In what county(s) is the work site(s) located? In what city, if applicable?</p> <p>Wobegon County</p>
<p>Does this application contain state, federal or other grants as part of the "sponsor match"? If "yes," name the grant(s) and the date the grant will be available.</p> <p>No</p>
<p>Government agency applicants only: does this application contain elements required as part of a mitigation plan? If yes, explain:</p> <p>No</p>

9b. BFP: Application Questions

Applicants Submitting Projects That Include Acquisition Must Answer These Questions

Has the applicant requested and/or received a "waiver of retroactivity" from the IAC for the property in question? If yes, what was the date requested, approved date, and the waiver number?

Yes

Date requested: 6/5/00

Do plans exist for interim non-public use of the project site?

If yes, explain the interim non-public use and whether or not income will be derived through that use.

No

Are encumbrances to recreational use proposed for the site (e.g. lease back; life estate; sharecropping agreement; or other)? If yes, explain:

No

Does the applicant hold an option agreement on the property? If yes, what date will it expire?

No

Will this acquisition project cause the displacement of individuals, families, businesses, or farms? If yes, explain.

No

Will clean up of hazardous materials be required? (See IAC Manual 3, Acquiring Land.)

None anticipated. Hazardous Substance assessment will be performed.

10. Location Information
Provide directions that will enable IAC staff to find the project.
Take Highway 625 South of Surething and go fifteen miles until you reach Four Corners. At Four Corners, take a right on Wellspring Road. The marina is three-quarters of a mile. Park at the marina and go to the Manager's Office.
Current landowner(s) of the site (name and address) – optional.
Marjorie Buddy

11. Permits Required

(Check the appropriate boxes to indicate required and/or anticipated permits.)

<i>Permits</i>	<i>Comments Regarding Permit Status</i>
<input type="checkbox"/> Aquatic Lands Use Authorization (Dept. of Natural Resources)	
<input checked="" type="checkbox"/> Building (City/County)	Toilets, Dump Station submitted.
<input checked="" type="checkbox"/> Clear and Grade (City/County)	Application sent to Wobegon County, pending.
<input checked="" type="checkbox"/> Cultural Assessment (Section 106) (CTED-OAHP)	Initial contacts made with agency.
<input checked="" type="checkbox"/> Dredge Fill (Section 10/404 or 404) (US Army Corp of Engineers)	Will be applied for as required.
<input checked="" type="checkbox"/> Endangered Species Act Compliance (US Fish & Wildlife/NMFS)	A biological assessment is in process.
<input type="checkbox"/> Forest Practices Application (Forest & Fish) (Dept. of Natural Resources)	
<input checked="" type="checkbox"/> Health (Dept. of Health/County)	Wobegon County will be the lead agency.
<input checked="" type="checkbox"/> Hydraulics Project Approval (HPA) (Dept. of Fish & Wildlife)	Will be applied for as required.
<input type="checkbox"/> NEPA (Local or State Agencies)	To be completed Fall 2005.
<input checked="" type="checkbox"/> SEPA (Local or State Agencies)	Lead agency is Born to Fish on Freshwater Department.
<input checked="" type="checkbox"/> Shoreline (City/County)	Application submitted. Hearing set for May 29.
<input checked="" type="checkbox"/> Water Quality Certification (Section 401) (County/Dept. of Ecology)	Wobegon County will be the lead agency.
<input type="checkbox"/> Water Rights / Well Drilling (Dept. of Ecology)	
<input type="checkbox"/> Other Required Permits (identify)	
<input type="checkbox"/> None – No Permits Required	

**General permit information can be obtained at the Dept. of Ecology's Permit Assistance Center,
800/917-0043, or on the Internet at www.ecy.wa.gov/programs/sea/pac**

Local Agencies only-You may reproduce on your own paper; text may not change.

Project Name(s) Tallulah Lake Boat Launch

NOW, THEREFORE, BE IT RESOLVED, that:

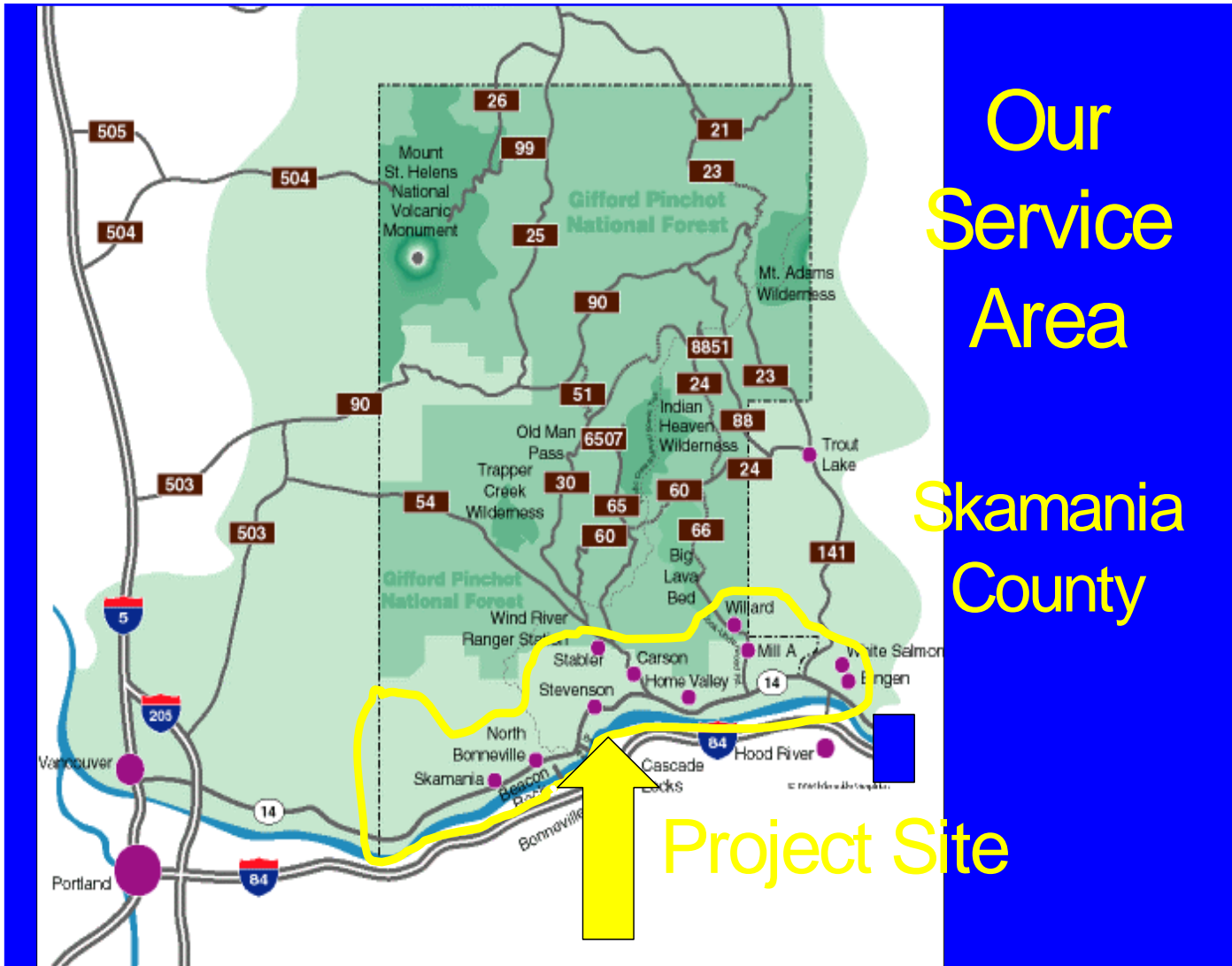
- This resolution was adopted by our organization during the meeting held:

Signed and approved by the following authorized representative:

Approved as to form **Surething City Attorney**

Sample Maps

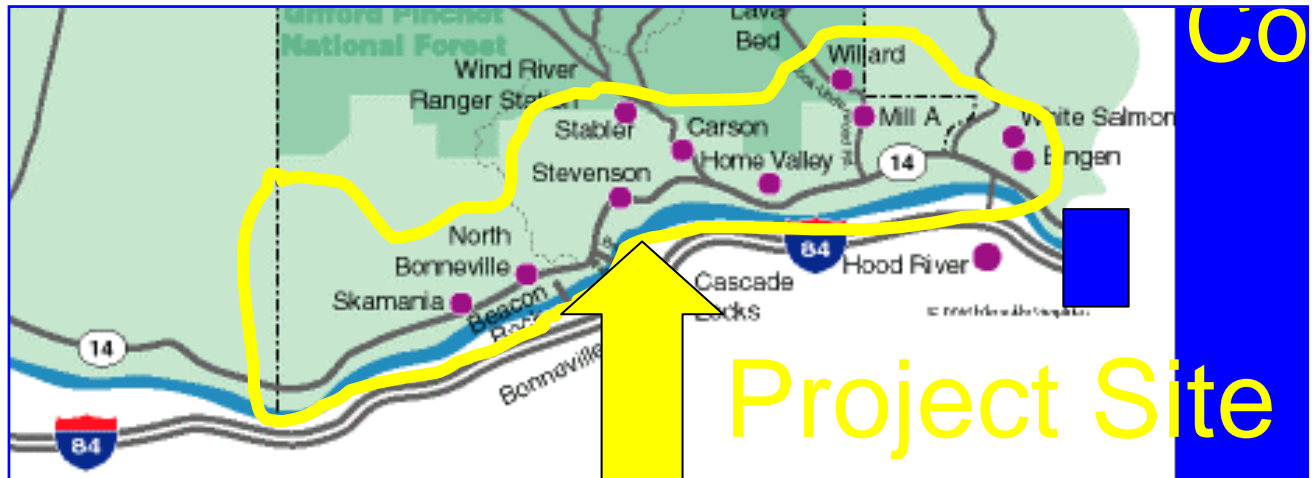
Regional Map - Used for GIS Mapping



Cascade Avenue Boat Launch
Port of Skamania County

NOTE: Maps should be large enough so the names of roads, rivers, etc., may be read easily.

Service Area Map



Cascade Ave Boat Launch
Port of Skamania County

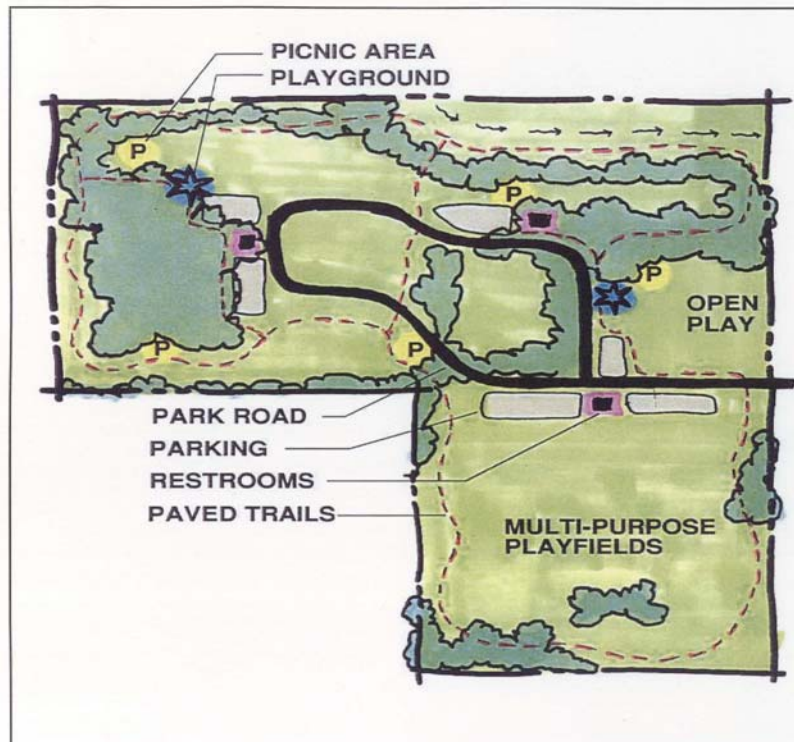
Location Map



South Bay Trail
Bellingham Parks

Conceptual Plan ↓

Facility elements that are in this development project proposal.



HOCKINSON PARK
Schematic Plan

Hockinson Park
Vancouver Parks Dept

Parcel Map ↓



NRTP Application Packet

IAC #03-1101D

Mt. Si Trail Renovation -Phase 1

Washington Dept. of Natural Resources
South Puget Sound Region - King District
Mt. Si Natural Resources Conservation Area

June 27, 2003

1) Need. How great is the need for improved trail facilities that provide a backcountry experience?

Brief Protect Description and Location:

- o The proposed project is to completely renovate the first, or lower, two miles of the four - mile primary hiking route up to the summit of Mt. Si -the Mt. Si Trail.
- o The Mt. Si Trail is located within the Mt. Si Natural Resources Conservation Area (NRCA), northeast of the City of North Bend, along the 1-90 corridor, King County.

State and Regional Needs (Service Area):

- o The Mt. Si Trail's service area includes the greater Puget Sound metropolitan area -King, Snohomish, Pierce and Kitsap Counties.
- o 54% of the state's population resides in the four county area, with King and Pierce Counties being the two most populous counties in the state ("Our Changing Nature" by WDNR).
- o The Mt. Si Trail, as part of the Mountains to Sound Greenway designated trail system, is easily accessible from 1-90 and is less than a 45 minute drive from the greater Puget Sound metropolitan area.
- o Because of its easy accessibility from the Puget Sound metropolitan area and that the trail is 4 miles long (8 miles round-trip), with a 3300 ft. elevation gain, mountaineers and hikers have identified this trail as a favorite conditioning and hiking route.
- o It is estimated that the Mt. Si Trail receives more than 75,000 hikers and visitors per year.

Dept. of Natural Resources (WDNR) Needs:

- o The Dept. of Natural Resources (WDNR) has adopted two plans for the Mt. Si NRCA: Mount Si NRCA Public Use Plan and the Mount Si NRCA Management Plan
- o The two plans identified public use zones in order to provide general guidelines for recreational use:
- o Primary Public Zone is designated for, and provides, low impact public use and includes the Mt. Si and Little Si Trails, the most heavily used trails within the NRCA;
- o Passive Zone acts a buffer between the Primitive Zone and Primary Zone and allows for a low concentration of public use;
- o Primitive Zone protects the most ecologically sensitive and remote parts of the conservation area. This zone allows for a minimal amount of public use -trails are limited, are considered primitive, and are not maintained.
- o Due to the NRCA policies and direction, public use, while considered low-impact, is focused on the Mt. Si Trail. By directing public use to the one or two trails, these trails carry the burden of trail use and are therefore heavily impacted.

Trail Inventory:

- o As mentioned, there are two main trails located within the Primary Public Zone that receive about 90% of the NRCA's public use, the Mt. Si and Little Si Trails. Current conditions of the Mt. Si Trail that need repair are:
- o trail tread needs to be graded and graveled (in places);
- o switchback maintenance where hikers have cut corners and used short-cuts;

- Construction of retaining walls to stabilize the trail; and due to trail trenching,
- Replacement of drainage culverts, water bars and water dips; and,
- Construction of turnpike.
- Protection of the sensitive environmental resources, for which the NRCA was established, limits the construction of additional trails within the NRCA.
- Because public use is focused on and directed to the Mt. Si Trail, the trail is heavily impacted and the trail tread and condition has significantly deteriorated due to the heavy hiker use.

Use

- Because of the existing popularity of the trail as a conditioning and hiker route and its easy access from 1-90, the finished trail will continue to be used by mountaineers, hikers, and the emerging trail runner group.
- The Mt. Si Trailhead provides a parking lot, restrooms and information board for the users.
- Given that the trail is suitable for hiking year round, the trail is constantly in use, even when there is rain and snow. This heavy use, even during inclement weather, increases the wear and tear of the trail.
- Renovation of the Mt. Si Trail will remove the current hazards that are prevalent within the trail tread (e.g., tree stubs, roots and rocks) and will improve trail user safety.

2) Need Satisfaction. To what extent will the project satisfy the service area needs identified in question #1, "Need?"

Satisfaction of Need:

- Within the Puget Sound area, the Mt. Si Trail is known for and provides a unique trail conditioning opportunity and experience for mountaineers and hikers.
- The other trail located in the area that also provides this ease of access from 1-90, is available and used year-round (not snowed in), and is considered a conditioning trail, is the Direct Route (~a Cable-line Trail) located within the West Tiger Mountain NRCA.
- The renovation of the Mt. Si Trail will greatly improve the recreational users experience and safety while hiking on the trail.
- The proposed project will repair and renovate trail tread damage, as specified in question #1. Mitigate the adverse environmental impacts that are occurring to the Natural Resources Conservation Area (NRCA).
- The proposed trail renovation is consistent with the objectives established in the Mt. Si Public Use and Management Plans.

4) Project Design. Is the proposal appropriately designed for intended uses and users?

Primary Management Objective (PMO):

- The PMO for the Mt. Si Trail is as a hiker only trail due to the site's steep topography and terrain.
- The trail renovation includes trail tread rehabilitation, construction of retaining walls and turnpike, installation of drainage structures, and other tread stabilization measures.
- Standard WDNR trail design and specifications will be followed to implement the trail renovation and shall be followed by contractors and volunteer crews to ensure that the trail is appropriately constructed and will serve the needs of the trail users.

5) Readiness to Proceed. Is the applicant prepared to begin the project?

The WDNR is ready to Proceed!!

- The WDNR will renovate the Mt. Si Trail, when (and if) this grant application is successful.
- The WDNR has on-going agreements with volunteer trail groups: Mountains to Sound Greenway Trust (MTSG) and Washington Trails Association (WTA).
- Due to the easy access to the Mt. Si Trail from 1-90, this trail is an ideal candidate for volunteer work parties.

6) Cost-Benefit. Do the benefits of the project outweigh costs?

Mt. Si Trail Renovation is cost effective.

- Without the renovation, the condition of the trail will continue to deteriorate, which would cause resource damage to a designated Natural Resource Conservation Area (NRCA).
- Complaints from the trail users about the poor trail condition will continue.
- Poor trail conditions also lead to potential safety hazards.
- Reconstructing the trail will enhance recreational opportunities by providing a well-maintained route to the top of Mt. Si.
- The WDNR will partner with non-profit groups and through these partnerships, the WDNR has found that the work parties promote stewardship of the trail and surrounding natural resources -when people work on a project, they become dedicated in protecting the area.

7) Non-Government Contributions. Does this project reduce government costs through documented donations (labor, equipment, materials), signed cooperative agreements, or signed memoranda of understanding (including no cost easement and leases, interagency agreements, an M&O contract, donations, or similar cost saving arrangements?

The WDNR has continuing partnerships with agencies and non-profit trail volunteer groups:

- "Issaquah Alps" and Upper Snoqualmie River Valley Interagency Committee
- Mountains to Sound Greenway Trust (MTSG)
- Washington Trails Association (WTA)
- Interagency Agreements for the sharing of trail maintenance equipment (e.g., power wheel barrows and trailers).
- The MTSG has already led volunteer work parties on this trail, "Walk-the-Plank" Day, in order to improve the boardwalk at the Snag Flats Interpretive area (about the two mile mark on the Mt. Si Trail).

8) Project Support. To what extent have interested communities been provided with an adequate opportunity to become informed ("outreach") and/or to what extent does support for the project seem apparent?

The proposed project enjoys support:

- Mountains to Sound Greenway Trust (MTSG)
- Washington Trails Association (WTA).
- These groups, individually and through combined work parties, have completed hundreds of man-hours maintaining the trail systems located on WDNR managed lands located within the 1-90 Corridor / Mountains to Sound Greenway. This commitment to the region's trails is a sure indication of continuing support for trail renovation projects.



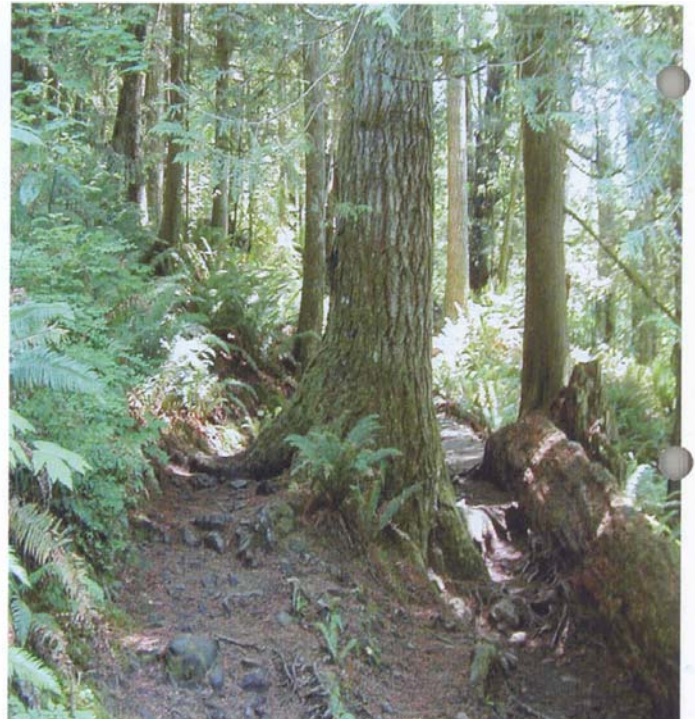
Mt. Si Trail Renovation – Phase 1 (IAC #03-1101 D)

Washington State Dept. of Natural Resources – South Puget Sound Region





Mt. Si Trail
Trees and unstable trail tread



Mt. Si Trail
Tree in middle of trail tread



Mt. Si Trail
Trees and roots in trail tread



Mt. Si Trail
Tree stumps and erosion

Presentation Graphics

Introduction

Traditionally, applicants for IAC grants have used 35mm slide presentations for project review and evaluation processes. However, more and more applicants are using PowerPoint® slide presentations in the Project Review and Evaluation Meetings. Slide presentations will still require the use of two slide carousels to show the project. PowerPoint® will be an option that may be used in a single presentation format [one computer] or in combination with 35mm slides. IAC will provide the necessary computer and slide equipment. *IAC's version of PowerPoint® should read all versions of PowerPoint including XP.*

Are there special requirements for the 35mm slides and carousel?

Yes. The slide projectors IAC uses take *80 slide* Kodak (or equivalent) carousels and 35mm photographic slides. You are welcome to use your own carousels or ones provided by IAC at the evaluation or project review meeting. We encourage you to use your own carousels or come early to load your slides and review them in advance of your presentation.

How many PowerPoint® or 35mm slides should be used?

Depending on the complexity of the project and issues surrounding it, the number of graphics needed to adequately present information varies with each project. While there is no set number of slides¹, *we generally recommend anywhere from ten to twelve slides for each presentation.* Using too few slides may not properly depict the project while too many may be confusing or distracting. Discuss your situation and strategies for effectively using slides with your project manager

How many 35mm slide carousels are required?

For all 35mm slide presentations, you must use two slide carousels. This means you will usually have a left and right slide to show for each question you answer. Sometimes a slide may help answer more than one question and you will need a duplicate slide to appear in the appropriate place. Project managers are available to review and give advice. Additional information on presentation style and format is given at the Project Review Meeting.

¹ "Slides" in some sections refer to both PowerPoint® presentation slides and/or 35 mm photographic slides.

When should I take my photographs?

Plan ahead—start taking your photographs early in the process. You should be prepared to show your graphics at the scheduled IAC Project Review Meeting. Comments from the Meeting may help you decide whether you will need to discard and/or retake some photos. Project sites often look very different at certain times of the year. Plan to take photos that best capture your project and site, particularly during peak use periods.

Are aerial photographs of the project site required?

Aerial photographs are recommended but are not required. They may be substituted with ground level shots instead. For some projects, trying to depict a special circumstance or unique feature may be best shown through an overhead photograph.

Do I need to submit separate location map graphics for each project?

Each project submitted to IAC receives its own file. Therefore, a separate graphic of the location map should be included with each project submitted—even if the projects are at the same site.

If I decide to use text slides, what font size works best?

If you choose to use text slides, text should be at least a **36**-point in a sans serif font [Arial, Helvetica, Universe]. Try titles at 60 point and first level text at 40 point. Smaller fonts can be hard to read. Keep in mind, visuals best tell your story, don't overdo the text slides.

Do you have other suggestions about the text that appears on the slides?

Slide text should serve merely as reminders to you of what you need to say, so keep it simple. Your oral comments should amplify in some way what appears on screen.

Our experience allows us to share some guidelines for better PowerPoint® or 35mm slide presentations. (*You may have others you can add*). At minimum we suggest you:

- Use a dark background [*blue works well*]
- Stay with the same color scheme ~ [*don't let the scheme overpower the message*]
- Use yellow or white shadowed text [*it's easier to read from a distance*]
- Use plain backgrounds not patterned ones
- Use horizontal or landscape orientation for slides
- Avoid cartoons, sound effects, or other cute gimmicks

Is there a benefit to using color maps and plans as opposed to black and white?

Often times it is helpful to use vivid, contrasting colors for maps and plans. At some locations, we cannot always control room lighting the way we like. Using bright colors helps ensure your slides are readable under adverse lighting conditions.

Should I bring my slides to project review meetings?

Absolutely! PowerPoint® or 35mm slides are required for project presentation at the Project Review Meeting. If you use PowerPoint® we ask that you submit your presentation three days prior to your scheduled appointment. You may also bring your presentation on disk or CD ROM to the meeting. Applicants will use IAC's equipment – computer, data viewer, or slide projector. You will have the opportunity to show your graphics and describe your project. You will receive feedback from IAC staff and others on various aspects of your presentation including the quality of your graphics.

When are slides due to IAC, and may I have my slides back after evaluations?

All graphics are due on or before evaluation day. Please refer to the Application Checklist for the deadline. These graphics become part of the permanent file for your project and are not returned, unless your application is unsuccessful. We recommend you have a duplicate set of graphics made prior to evaluation presentations.

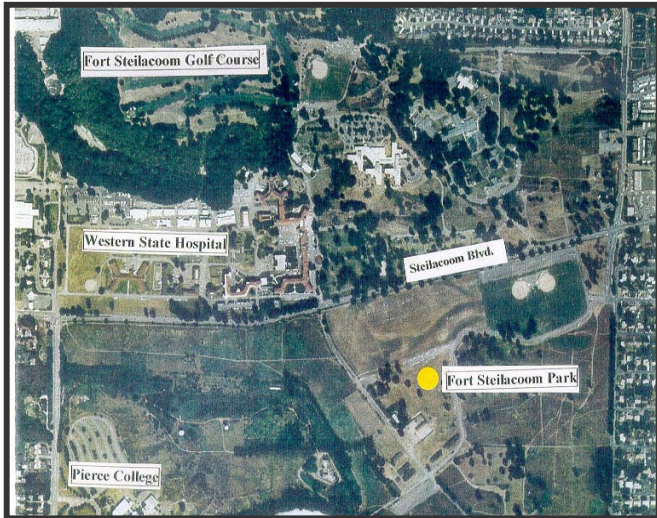
Should I number my slides?

We recommend that you label each 35mm slide with your organization name, project name and number, and the slide tray sequence that they occur in your presentation, e.g. L1, R1, (Left 1, Right 1).

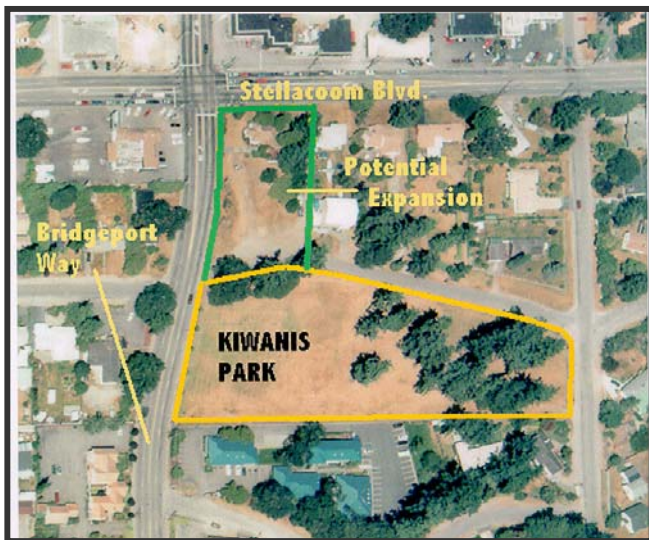
Do you have other suggestions?

Practice, practice, practice. Run your slide presentation on your computer and stand back about eight feet. Can you read all the text? Are your graphic images clear? Do the same thing if you are using 35mm slides. Project your presentation on a screen and stand back about 15 feet or so. Your text and graphic images should be clear. Room conditions may vary so plan ahead. *If you have questions, contact your IAC project manager for advice.*

Sample PowerPoint® Slides

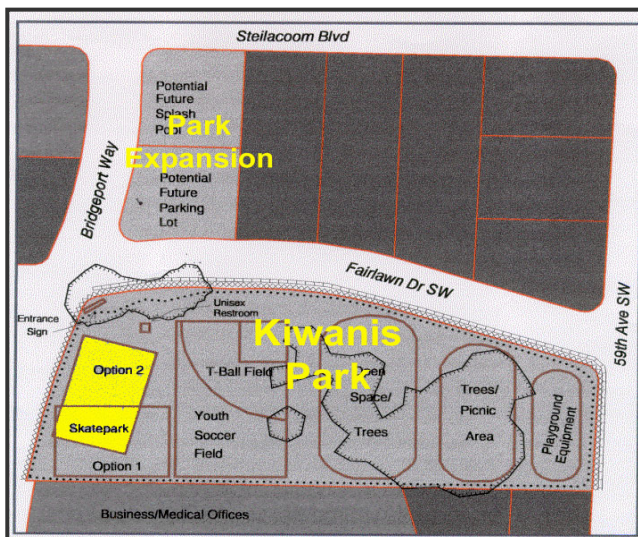


This is an aerial view of Fort Steilacoom Park, located in the City of Lakewood in Pierce County. Plans are to place a skating facility in the park. It's a 344-acre regional park with athletic fields, picnic sites, trails, and general open space located across from Western State Hospital, near Pierce College.



Kiwanis Park is currently three acres. It is situated on Bridgeport Way and is just south of Steilacoom Blvd. There are residential properties to the east, with businesses located on the other sides.

Lakewood plans to purchase the property immediately north of the park to provide space for additional parking and restrooms.



This map shows the proposed location of the skating facility. This improvement would be the first phase in the redevelopment of the park. Long range plans include building a:

- Soccer/softball field
- Open play area
- Picnic area
- Playground, and
- Splash Pool

Evaluation ~ Staff Scored Questions

INTRODUCTION

This section covers the evaluation questions scored by staff and should help applicants understand these evaluation questions. In some grants programs you will need to prepare materials, in others you will not. It is critical that you refer to the IAC program manual or the specific evaluation criteria for details regarding the grant program in which you make application.

Staff scored questions are part of the evaluation process. “*Staff scored,*” describes an evaluation question that is scored by IAC staff anytime after technical final completion of the application. Staff coordinates scoring these questions that are objective in nature. The questions cover subjects such as: population, growth management act preference, matching share, and primary management objective.

DO I NEED TO PREPARE RESPONSES?

Applicants only prepare responses for certain questions [*refer to the table below*]. Staff scores these questions after the technical completion deadline and will only use application materials submitted for question support. Materials are not accepted after the technical completion deadline. Check the program schedule for the appropriate technical completion deadline.

HOW SHOULD AN APPLICANT PREPARE?

The following pages detail each staff scored question and provide information necessary for preparing appropriate responses. Be sure you have documented your responses. Follow instructions carefully and submit precisely what is needed. When scoring, staff only awards points for materials in the file.

You may recommend a score if you wish, along with your supporting documentation. By doing so, staff can better understand your rationale and perhaps minimize scoring errors.

Growth Management Act (GMA)

Preference Question

These IAC grant programs use this question: ALEA, BFP, FARR, NOVA, NRTP, and WWRP. IAC staff scores this question based on information obtained from the Office of Community Development [OCD], GMA Division. OCD provides a listing of all city and county agencies planning under GMA and reports the various stages of completion of those agencies.

Agencies planning or not planning under GMA are scored the same. However, those agencies required to plan but who are **not** making substantial progress under GMA may lose a point. **Applicants do not have to submit any information to be scored on this question.**

The GMA Preference Question

GMA Preference. Has the applicant made progress towards meeting the requirements of the Growth Management Act (GMA)?

State law requires that:

- Whenever a state agency is considering awarding grants...to finance public facilities, it shall consider whether the applicant √ has adopted a comprehensive plan and development regulations as required by RCW 36.70.040 ['state law'].
- When reviewing such requests, the state agency shall accord additional preference to applicants √ that have adopted the comprehensive plan and development regulations. An applicant √ is deemed to have satisfied the requirements for adopting a comprehensive plan and development regulations if it:
 - ▶ Adopts or has adopted with the time periods specified in state law
 - ▶ Adopts or has adopted by the time it requests a grant or loan
 - ▶ Demonstrates substantial progress towards adopting within the time periods specified in state

law.

An agency that is more than six months out of compliance with the time periods has not demonstrated substantial progress.

- A request from an applicant √ planning under state law shall be accorded no additional preference based on subsection (2) over a request from an applicant √ not planning under this state law.

√ County, city, town, and special district applicants only. This segment of the question does not apply to nonprofit organizations, state, or federal agency applications.

GMA Preference Question

Population Scoring Guidelines

A form of this question applies to these IAC grants programs: ALEA, BFP, and WWRP. This question [parts (a) and (b)] relates solely to the location of the project proposal. Geographically, where is the project located?

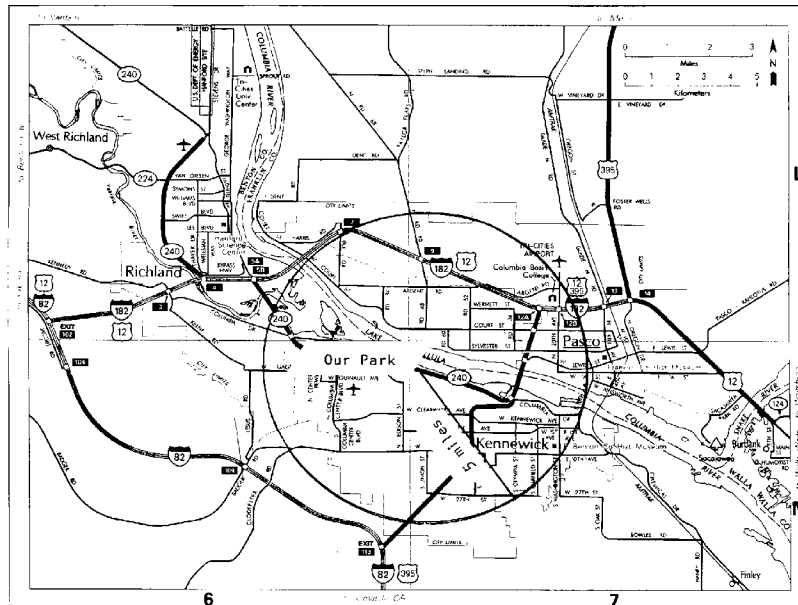
- a) Looks at the relationship of the proposal to a nearby city or urban growth boundary.
- b) Looks at county population density.

In the WWRP, to get points on this question you **must** submit a map with the appropriate circles drawn showing distance to city limits or urban growth areas. *Carefully read the population question and make sure the size of circles you draw corresponds to the criteria for your project.* **As an example, in the Washington Wildlife and Recreation Program the circles you draw for Water Access will be a different size than the ones for Local Parks category projects.**

Maps must include:

- Project Site
- Map Scale
- City Limits
- Urban Growth Boundary (if applicable)
- Project Name

In the ALEA and BFP, preference is given to either a populated city or town larger than 5,000 **or** a county with a population density of 250 or more people per square mile.



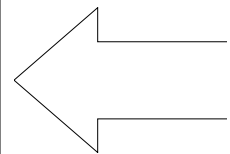
Population Staff Scored Question, Map Circles

Matching Share Guidelines

The “Matching Share” staff scored question is applicable to applicants in the following IAC grant programs: *BFP, FARR, NOVA, and NRTP*. The question asks if, and how much, the applicant is providing in matching funds for the project proposal. Points are awarded based on the percent of match provided.

IAC staff will score this question using information included in the application. Applicants must identify the applicant or sponsor-matching share on the Funding Request form.

Funding Request		
Remember to update this section whenever changes are made to your cost estimates.		
A. Total Project Cost	\$ <u>150,000</u>	(A)
Sponsor Match		
Appropriation/Cash	\$ <u>50,000</u>	
Bonds – Council	\$ _____	
Bonds - Voter	\$ _____	
Cash Donations	\$ _____	
Conservation Futures	\$ _____	
Donated Equipment	\$ _____	
Donated Labor	\$ <u>15,000</u>	
Donated Land	\$ _____	
Donated Materials	\$ <u>10,000</u>	
Federal Grant (name- _____)	\$ _____	
Force Acct - Equipment	\$ _____	
Force Acct - Labor	\$ _____	
Force Acct - Materials	\$ _____	
Local Improvement Dist (LID)	\$ _____	
State Grant (name- _____)	\$ _____	
Undefined (name- _____)	\$ _____	
B. Total for Sponsor	\$ <u>75,000</u>	(B)
C. IAC Funding Request	\$ <u>75,000</u>	(C)
(A = B + C. Total Project Cost is the grant request plus the sponsor match.)		





Project Information System (PRISM)

WHAT IS PROJECT INFORMATION SYSTEM (PRISM)?

PRISM is a comprehensive, automated grant management system, designed and developed for the Interagency Committee for Outdoor Recreation (IAC), to be used by project applicants and sponsors, agency, legislative and budget staff. All facets of the grant process have been automated through PRISM. The automation begins with on-line grant applications, assists grant evaluations, produces contract documents, management reports, billings, inspections, and concludes with the grant closeout and monitoring phase.

Many aspects of PRISM are applicable to any kind of grant, i.e., recreation, critical habitat, salmon recovery, etc. Some data and features are unique to a specific type of grant.

PRISM is a database for collecting data about projects. All reports are based on this project-level data. Data can be reported or mapped by location, county, etc.

HOW CAN PRISM HELP YOUR AGENCY?

- ◆ Puts up-to-date data at your fingertips when you need it
- ◆ Allows the submission and modification of grant applications on-line
- ◆ View status of application agreement, billings, planning eligibility
- ◆ Print reports, such as the Project Summary, Evaluation Results
- ◆ View other applicant projects for cost estimates and local/state coordination
- ◆ Access evaluation results, Board actions, and meeting schedules
- ◆ Download reports to Word and Excel to meet your organization's reporting needs
- ◆ Review data with project managers from remote sites
- ◆ Calculate costs accurately

GETTING STARTED

If you wish to enter or update an application, you must have a logon name and password. To obtain a logon and password, fill out the electronic [username and password form](#).

Please check the [system requirements](#) before you [download](#) the PRISM software.

